



INSTRUCTIONS FOR APPLICATION PACKET

For anyone interested in participating in the Kingsport Police Department's Citizens' Police Academy, simply print this 8 page application packet. The first four pages are strictly informative. **The last four pages including the Citizens' Academy Application, Release and Waiver of Liability, Indemnity Agreement, and Citizens' Academy Agreement must be completed.** Place these completed forms in an envelope and deliver it to the address below:

Kingsport Police Department
Attention: Training Unit
200 Shelby Street
Kingsport, TN 37660



Kingsport Police Department



Citizens' Police Academy





KINGSPORT POLICE DEPARTMENT

200 Shelby Street, Kingsport, Tennessee 37660
Information: (423) 229-9300 • Fax: (423) 224-2786
Email: kptpd@ci.kingsport.tn.us

Gale Osborne
Chief of Police
(423) 229-9423



Dear Citizen:

The Kingsport Police Department would like to thank you for your interest in our Citizens' Academy. The Academy consists of condensed topics taken from the basic police training which state law requires all law enforcement personnel to complete in order to become certified police officers.

This Academy is being sponsored by the Police Department to increase public awareness, to improve community relations, and to give citizens the opportunity to become involved. It is not our intent to train you to become police officers but to acquaint you with some of the procedures of law enforcement and provide an information exchange. The Academy should offer both participants and instructors the opportunity to learn more about the needs of each other and to answer that question that you have always wanted to ask.

The class will meet one night a week from 7:00 p.m. until 9:00 or 9:30 p.m. for approximately ten weeks. A sample curriculum and an application are attached.

If you are interested in attending the Academy, please complete the attached application and return it to the Kingsport Police Department. We will notify you of acceptance and of the dates of our next class. If you are interested in attending but reluctant to apply due to scheduling conflicts, please go ahead and fill out an application anyway and return it. We typically offer Academy classes periodically throughout the year, and we hope that at some point we can offer a class that will meet with your schedule. For additional information please feel free to contact Community Relations and Crime Prevention Officer Tom Patton at (423) 229-9433.

Sincerely,

Gale Osborne
Chief of Police

Kingsport Police Department

Citizens' Academy Overview

In 1994, the Kingsport Police Department embarked on a concept of educating community citizens on the daily activities of their police officers by conducting its first Citizens' Police Academy. This program was modeled after some of the few other similar programs already in existence throughout the State of Tennessee.

The goal of the Kingsport Police Department Citizens' Police Academy is to foster a better relationship between the community and the police department through training. It is envisioned that graduates will gain an understanding of the operations of the Police Department and develop an awareness and appreciation of the various challenges and decisions faced every day by Kingsport Police officers.

Even though, through this program, the selected citizens are given training in numerous police-related subjects, the graduates are NOT prepared for, nor expected to, conduct any police services (street duty). Rather, it is hoped that the graduates will become goodwill ambassadors for the department.

With each graduating class, the list of prospective "goodwill ambassadors" continues to grow. Positive comments expressed in the community by these graduates increases the interest in the Citizens' Academy throughout the City of Kingsport.

Enrollment in the academy is restricted to between 12 and 18 candidates.

Requirements for admission to the academy are established to maintain the quality of the program for the citizens of Kingsport. Basic requirements include:

1. A minimum age of 18
2. A resident of Kingsport
3. If not a City resident, an owner or manager of a business in the City
4. Non-city residents will be considered on an individual case-by-case basis dependant on space availability.

Applicants are recruited through referral of graduates or officers or by telephone requests by members of the community. The Academy is also advertised in the local newspaper and other forums when preparation for another class is underway

When the application is returned, a thorough background investigation is completed. This investigation includes a criminal history, a driver's license status check, and a warrant check. Background investigations must be completed due to the sensitive nature of police work. Once the list of prospective students is narrowed to the 12 to 18 maximum, a letter of acceptance

is mailed to each student. A criminal conviction will not necessarily preclude an applicant from participating; however, the Kingsport Police Department reserves the right to review these on a case-by-case basis.

Students are encouraged to attend every class session; however, a minimum of eight classes are required for graduation. In addition to class attendance, students are required to ride for an eight hour shift with a patrol officer and spend two hours observing in Central Dispatch. Candidates must also agree to, and sign a liability waiver and an indemnity agreement. The liability waiver releases the Police Department from liability should the student incur an injury while he or she is riding with patrol officers. The indemnity agreement informs the student of the confidential nature of police work with regard to criminal histories and other information they may hear while spending time in Central Dispatch. It also advises them that they **MUST NOT** relay any of this confidential information to anyone outside the Department.

Private citizens are allowed to ride by the Department's insurer, The Tennessee Municipal League; however, the hours are restricted. Students may ride from 6:00 a.m. until 10:00 p.m. from Monday through Friday. If this does not coincide with the student's work schedule, the eight hour ride-along can be broken up into segments that are more accommodating for the student.

The Citizens' Police Academy is held one evening a week from 7:00 p.m. until 9:00 or 9:30 p.m. for approximately ten weeks. There will be one additional class held at the Police Firing Range. This additional class typically occurs on a Friday evening or a Saturday morning. Students are exposed to a variety of police topics during the Academy. In order to keep the classes interesting and the students busy, the teaching format varies between the use of lecture, videos, demonstrations, and hands-on exercises. The topics covered in the Academy will be selected from the following list:

1. Introduction (Academy Overview, Justice Center Tour, etc.)
2. Crime Scene Investigations
3. Gangs
4. Child Abuse and Neglect
5. Vice Operations
6. Traffic Stops
7. D.U.I. and Crash Investigations
8. Building Searches
9. Defensive Tactics and the Use of Force
10. Police K-9s
11. Explosive Ordnance Disposal
12. S.W.A.T. Team Demonstration

All students who complete the requirements for graduation will be recognized at a meeting of the Kingsport Board of Mayor and Aldermen.

Please complete and sign all documents enclosed in this packet, so we can begin to process your application right away. We look forward to seeing you in our next session.



KINGSPORT POLICE DEPARTMENT

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Chief of Police
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Volunteer Services or Citizen's Academy Application

(Circle Appropriate Request)

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code _____

Contact Information: (Home) _____ (Cell) _____

(Work) _____ (E-Mail) _____

Drivers License Number: _____

Social Security Number: _____ Date of Birth _____

Name of Health Insurance/Medical Insurance Provider: _____

Any serious injuries during the last five years? Yes _____ No _____

If yes, please explain: _____

Reason for requesting to participate in program:

This is a volunteer position and you are not covered under workman's comp.
Please read release of claims statement carefully and ask questions about
anything you do not understand.

Signature of Participant

Date

Kingsport Police Department Police Ride-Along Program

Release and Waiver or Liability

In consideration of being allowed to participate in the police ride-along program by the City of Kingsport, I assume all risk of personal injury or death and property damage or loss from whatever causes arising while I am participating in the program. This includes injuries, death, or damage arising while I am on the property of the municipality in preparation for or anticipation of my participation in the ride-along program and causes arising while I am approaching, entering, riding in, disembarking from, leaving, or being about any police vehicle of the municipality. I release the municipality, its officers, employees, agents, and servants from any liability resulting from my action in any way.

As further consideration for being allowed to participate in the ride-long program, I will indemnify and save the city, its officers, employees, agents, and servants harmless for personal injury or death and property damage or loss to others for which my actions were a proximate cause while I am participating in the program. I knowingly assume all responsibility and liability for my own actions while I am participating in the ride-along program.

Signature

Witness

Indemnity Agreement

WHEREAS, the Kingsport Police Department wishes to provide law enforcement training to private citizens, and

WHEREAS, during the course of such training the recipients will have access to documents and information declared by law to be confidential, including, without limitation, criminal investigation reports, photographs, fingerprint cards, records of conviction and autopsy reports, and

WHEREAS, the City of Kingsport may become legally liable for the release of confidential documents and information, and

WHEREAS, the City of Kingsport wishes to obtain assurance that private citizens participating in the training program will not release confidential information without authorization.

NOW, THEREFORE, in consideration of the law enforcement training which the Kingsport Police Department will provide, the undersigned recipient of such training agrees to indemnify the City of Kingsport and its employees for any judgment or settlement if a claim based upon the unauthorized release or dissemination of confidential document or information by the undersigned.

Dated: _____

Training Recipient

Training Staff

Volunteer Program/Citizens' Academy Agreement

I, _____, understand and fully agree that the Kingsport Police Department reserves the right to decline any Volunteer/Citizens' Academy application. I understand that the Police Department does not have to reveal the reasons for the declining of an application. Also, I understand that if accepted into the Volunteer Program/Citizens' Academy that the Police Department reserves the right to terminate my participation in the program(s) at any time, for reasons determined by them.

The Kingsport Police Department is an Equal Opportunity Employer and extends this to their Volunteer/Citizens' Academy Programs. No application will be turned down based on race, gender, or age; nor will any Volunteer/Citizens' Academy participant be terminated from our program based on race, gender, or age. A mental or physical disability would not exclude an applicant, as long as the applicant can pass a mental or physical exam if the Police Department deems it necessary.

Applicant Signature

KPD Representative

Date